



Date: 14 October 2002
To: Division Directors
From: Jack Friedline
Subject: Dress Code Guideline

Back in April, Mike Hutchinson, through an e-mail, indicated that casual dress was acceptable for the summer season. Because Mike specifically left the interpretation of “casual dress” up to the departments, the guideline provided below is intended to help each division maintain a degree of consistency.

Casual dress is intended to enhance the comfort of employees as they perform their duties. However, Development Services employees should always portray a professional image to both internal and external customers. A neat, clean and business-like appearance should be maintained. The department recognizes there will be exceptions (e.g. office personnel periodically working in the field) and understands the need for some flexibility.

The following guideline, which is effective Monday, 21 October 2002, focuses on “unacceptable” attire and is a minimum standard. Beyond this, the interpretation is at the discretion of each division director.

For the Summer Season (the season as identified by City Manager direction)

- No shorts
- No exercise clothing (e.g. sweats or spandex of any kind)
- No backless or bare midriff tops (e.g. halter tops, tube tops)
- No tank/muscle shirts or spaghetti straps
- No mini-skirts
- No overalls
- No inappropriate t-shirts (e.g. concert shirts, tattered, unfinished edges or inappropriate advertising)
- No beach-type flip-flops or other beach wear shoes
- No clothing/footwear that is worn or with tatters or patches

Non-summer Season (the season as identified by City Manager direction)

In addition to all the prohibitions noted above,
No jeans, capris or t-shirts except on “casual Friday”

This guideline is not intended to impose additional requirements on those employees currently covered by one of the City’s two uniform programs or on existing division guidelines for field employees not covered by a uniform program.